

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

December Regular Session
December 16, 2021

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

December 16, 2021
Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Sherry Bartmann, Vice President
Donna James, Treasurer
Elaine Hungenberg, Secretary
Carolyn Mader, Member
Jenny Ojala, Member

The Executive Board would like to welcome all WCA community members, citizens, and staff. The meeting time is dedicated to the mission and vision of Windsor Charter Academy. There is an opportunity during Member, Citizen and Staff Communications to address the Executive Board. Discussions of agenda items during the course of the meeting are limited to the board members unless otherwise requested by a board member.

Agenda

- 1.0 Opening of the Meeting**
- 2.0 Citizen Communication**
- 3.0 Reports**
- 4.0 Items for Information**
- 5.0 Items for Action**
- 6.0 Consent Agenda**
- 7.0 Executive Session**
- 8.0 Adjournment**

VISION STATEMENT

Where students are educated, empowered, and equipped to reach their highest potential.

MISSION STATEMENT

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.



MINUTES TO BE APPROVED AT THE JANUARY 2022 REGULAR SESSION

Executive Board Minutes December 16, 2021

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:00 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Secretary
Jenny Ojala, Executive Board Member
Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Hannah Mancina, Director of High School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

The motion was made to approve the December 16, 2021 Regular Session agenda by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the November 18, 2021 Regular Session was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

Two stakeholders spoke during citizen communication at the Executive Board Regular Session.

Marcus McCutchen expressed his support for gate fees at WCA. Athletics is an important part of our school and to be able to grow our program, we need to be able to charge gate fees.

Adrienne Jacobs expressed her support for gate fees at WCA. All students have participated in sports and all schools have charged gate fees. We want to retain athletes at WCA; we missed out on revenue this year from not charging fees. We can maintain positive culture by providing family and student passes.

3.0 Reports

3.1 Executive Director's Report

Curriculum Adoption

The Director of Curriculum, Instruction & Innovation worked with the Education Committee to review and recommend curriculum. The work of our Education Committee has been completed for this school year. The committee met three times in the fall to determine recommendations to the Board for a new English Language Arts (ELA) curriculum for the elementary school, middle school and high school. The process began in January 2021 when each building administrator organized a curriculum review team made up of teachers, an instructional coach, and administration to learn about a number of standards-based ELA programs. The review teams attended vendor presentations, researched agreed-upon curriculum using the *Textbook and Instructional Materials Evaluation Rubric*, and taught sample lessons from the top curriculum choices. The team compiled both quantitative and qualitative data, presented their findings, and made a recommendation to the members of the Education Committee for ELA curriculum adoption. Members of the committee reviewed the ELA curriculum and finalized the following program recommendations for Board approval:

- ES: Houghton Mifflin *Into Reading*
- MS & HS: McGraw Hill *StudySync*

In January 2022, middle and high school administrators will begin the same curriculum review process in preparation for the Education Committee in the fall of the 2022-2023 school year. Teams from both schools will be reviewing science curriculum.

Parent Information Nights

Enrollment season is upon us! On December 7th, WCA hosted a High School Parent Information Night for all current 8th grade families, as well as families who are currently enrolled or waitlisted for the 2022-2023 school year. Mrs. Mancina and Mrs. Dellanini did a wonderful job during the presentation! On January 11th and 12th, we will host the elementary school and middle school parent nights, respectively. All events will be held via Zoom. We have several marketing and outreach efforts for this event, including email drip campaigns to 5th and 8th grade families, printed flyers, and Facebook posts/ads. Our in-person school tours were also well attended for the month of December!

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Weld County Food Drive**

The Student Council helped to orchestrate a very successful canned food drive for the Weld County food bank during the week of November 15th. Students donated 1,406 pounds of non-perishable items, enough to fill 35 boxes.

- **Sweets with Santa**

The PTC hosted an exciting evening on December 3rd filled with delicious treats, games, Santa pictures, and even snowball fights. Families had a wonderful, festive time ringing in the holiday season and had the opportunity to start in on some Christmas shopping at the Scholastic Book Fair.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Firebird on Fire Assembly**

During our quarterly assembly, the boys' basketball teams who had undefeated seasons and our A team who won the NCIL championship were honored. Students enjoyed a teaser for the middle school musical, *The Grunch*. The holiday performance by the band and choir ended with all school caroling. Students were surprised by a special visit from Buddy the Elf.

- **The Grunch**

The middle school theatre club had 2 performances on December 4th of the musical, *The Grunch*, a spinoff of the classic Christmas tale *The Grinch Who Stole Christmas*. Families were amazed by the incredible talent of our students.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **All State Choir:** Congratulations to Kateri Overton, Sarah Willenbrecht, and Leigh Orwick for making All State Choir this year!
- **Class of 2022 Celebrations:** 100% of our seniors have applied to at least one college! We are now in the process of collecting their acceptance letters so we can display them in our buildings. Additionally, we had our annual senior capstone night. All of our seniors built a website that highlighted coursework they are proud of, activities list, personal essays, and more. They also created boards that included questions that parents could ask them about their post-secondary plans. Nine of our seniors took the initiative to do an extra presentation to earn a graduation distinction as well.
- **Spirit Nights:** We have started hosting monthly spirit nights for our high school students. We wanted to continue the school spirit and culture from Homecoming so we have hosted two of these nights so far. Students can come and play dodgeball, spikeball, volleyball, and more. We have had about 75 students attend each time.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 12 th	3:45 p.m.	Safety Committee	Zoom
January 19 th	3:45 p.m.	Finance Committee	HS Conference Room
January 27 th	6:00 p.m.	Executive Board Meeting	HS Commons
January 28 th	8:15 a.m.	Coffee with Leadership	MS Media Center

Discussion on the 2022-23 Calendar

Dr. Teeple shared the calendar survey results. Several board members (Ojala and Bartmann) would still like to pursue a later start date and that the survey was unclear. They feel like there are more parents

who would prefer a later start date. James and Hungenberg thought that survey did have accurate data and didn't want to put pressure on the administration to finish this calendar for next year. Jenny Ojala motioned to send out another survey for follow up that includes options 1, 2, and 4 with option 2 setting a fall start date of August 23rd or later. Seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, nay; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed 5-1.

3.2 Executive Board Reports

- President Feyen attended District board meetings, as well as monthly evaluation meetings with the Executive Director.
- Mrs. Bartmann: Attended district board meetings as well as Coffee with Leadership. She attended Senior Capstone Night and participated in the Ad Hoc Calendar Committee meeting.
- Mrs. James attended the Senior Capstone Night and this month's Finance Committee meeting.
- Mrs. Hungenberg attended Sweets with Santa with her family.
- Mrs. Mader enjoyed attending the high school girls' basketball games. She also participated in the Safety Committee.

4.0 Items for Information

4.1 High School VEX Robotics Out-of-State National Competition & Trip

5.0 Items for Action

5.1 High School VEX Robotics Out-of-State National Competition & Trip

A motion to approve the high school VEX Robotics out-of-state national competition and trip was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.2 2021-2022 Amended Budget

There was a discussion on the projected net surplus that included another passenger van, stipends, curriculum, or health & safety equipment. A motion to approve the 2021-2022 amended budget was made by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.3 Elementary School English Language Arts Textbook Adoption

A motion to approve Houghton Mifflin *Into Reading*, based on the recommendation of the Education Committee, was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 Middle School English Language Arts Textbook Adoption

A motion to approve McGraw Hill *Study Sync*, based on the recommendation of the Education Committee, was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.5 High School English Language Arts Textbook Adoption

A motion to approve McGraw Hill *Study Sync*, based on the recommendation of the Education Committee, was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.6 2022-2023 Elementary School Student Fees

The Executive Director shared the process for determining fees. A cost analysis occurred for each club or elective based on resources. All stipends for clubs will be covered under salaries for the 2022-2023 school year and will not be part of determining factors for fees. A motion to approve the 2022-2023 elementary school student fees was made by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.7 2022-2023 Middle School Student Fees

Mrs. Bartmann asked about the supplies for a quarter class versus a semester class. She asked for additional clarification on determination for Chromebook fees and how the process differs for high school. She asked questions about athletic costs for a shorter season. Mrs. Hungenberg proposed a communication plan once these are approved. A motion to approve the 2022-2023 middle school student fees was made by Donna James and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.8 2022-2023 High School Student Fees

Parents Marcus McCutchen and Carol Vaughn spoke in support of the gate fees to the Executive Board. Mrs. Hungenberg proposed that the students do not have to pay. Several board members spoke about the importance in continuing the work of building school culture. Mrs. Bartmann had questions about specific electives. There were concerns about the course being taught differently with different materials but the same fee. The Executive Director outlined the work the schools are doing to help ensure equity. A motion to approve the 2022-2023 high school student fees was made with the following amendments on the gate fees—WCA students are free and non-WCA students and seniors are \$3 by Hungenberg and seconded by Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

- 6.1.A Appointments
 - 6.1.A.1 Connie Jo Brown: Classified Substitute
 - 6.1.A.2 Randall Brown: Classified Substitute
 - 6.1.A.3 Anna Bumford: MS Assistant Musical Director
 - 6.1.A.4 Shannon Davis: Certified Substitute
 - 6.1.A.5 Jeannine Davison: Director of Food Services
 - 6.1.A.6 Deonn DeVore: Classified Substitute
 - 6.1.A.7 Heather Duhon: Certified Substitute
 - 6.1.A.8 Jennifer Little: Certified Substitute
 - 6.1.A.9 Sara Lynch: MS Teacher
 - 6.1.A.10 Darin Otte: MS Girls Soccer Head Coach
 - 6.1.A.11 Taylor Palazzolo: MS Girls Volleyball Assistant Coach
 - 6.1.A.12 Bonnie Scherr: Certified Substitute
 - 6.1.A.13 Kayla Swartz: Certified Substitute
- 6.1.B Terminations/Resignations
 - 6.1.B.1 Veronica Adams: ES Teacher
 - 6.1.B.2 Maria Andress: Paraprofessional
 - 6.1.B.3 Ross Torrez: Food Service

6.2 First Read Policies

- 6.2.A Policy EJ-R Service Animals—Regulation

6.3 Second Read Policies

- 6.3.A Policy GBEB Staff Conduct and Responsibilities
- 6.3.B Policy GCE/GCF-R Professional Staff Recruiting/Hiring
- 6.3.C Policy GCQC/GCQD-R Resignation of Instructional Staff/Administrative Staff
- 6.3.D Policy GDQD Discipline, Suspension and Dismissal of Support Staff
- 6.3.E Policy GDE/GCF-R Support Staff Recruiting/Hiring

A motion was made to pull Policy GBEB Staff Conduct and Responsibilities and add it as agenda item 7.1 and approve the amended Consent Agenda by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Board-Pulled Consent Agenda Items

7.1 Policy GBEB Staff Conduct and Responsibilities

Elaine Hungenberg had a question about the lack of focus on social media in the policy. Clarification occurred that outlined that other policies on social media exist that address staff conduct expectations. A motion was made to approve the Policy GBEB Staff Conduct and Responsibilities by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

A motion was made to enter into Executive Session by Carolyn Mader and seconded by Elaine Hungenberg. The following citations were listed:

- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The Executive Board entered Executive Session at 9:18 p.m. They exited Executive Session and entered Regular Session at 11:10 p.m.

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
3. Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)

6. Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

10.0 Adjournment

A motion to adjourn the December 16, 20221 Regular Session was made was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 11:10 p.m.



Appendix

1.0 November 2021 Executive Board Regular Session Minutes

1.1 Call to Order

The meeting was called to order at 6:00 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Secretary
Jenny Ojala, Executive Board Member (6:04 p.m.)
Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Kelly Seilbach, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

The motion was made to approve the November 18, 2021 Regular Session agenda by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the October 28, 2021 Regular Session was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

0 stakeholders spoke during citizen communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Professional Development

On November 1st, all elementary, middle and high school teachers, as well as specials teachers, interventionists, and elective teachers participated in our very first in-house K-12 AVID professional development session. The topic of the training was how to implement inquiry-based teaching and learning into all K-12 classrooms. As one of our AVID goals this year, this professional development was designed to support our teachers in increasing their understanding of inquiry-based teaching in order to make progress towards their professional goals. Teachers engaged in collaborative discussions focused on Essential Questions & learning targets, Costa's Levels of Thinking & Questioning, scaffolding instruction, critical thinking & problem solving, and student self-reflection & feedback. On January 3rd, we will host our second K-12 AVID training with the focus being on fostering collaborative classrooms.

Website Updates

In October, our elementary school was named as a top elementary and charter school by the U.S. News and World Report. We wanted to make sure to celebrate that accomplishment and showcase that on our website. The digital rights to the U.S. News and World Report logos were purchased so we can legally use them on our site to promote our school.

In addition, we split out our academic advising web pages so we now have one page for the middle school and one page for the high school. There is also a new page dedicated to college and career planning.

Booster Club

The Booster Club now has its own dedicated web page! In addition, there is also another page with an online store so membership fees can be processed. The team worked together to develop a QR code, and associated posters, to help recruit new members for their membership drive.

Facilities Department Work

In October the Facilities Department supported many school activities that included spirit weeks, spooky celebrations and Halloween parade and parties, fall festival, VEX tournament, and other smaller weekend events. The team supported the many school-wide events while delivering a high standard of professional cleaning to mitigate the spread of viruses.

School Security

The Security Department provided daily security and security for fall festival, Halloween parade & parties, honor roll assembly, 4th grade Medieval Festival, 2nd grade Pioneer Day, and the middle school dance. The security department has also distributed over 700 Fast Passes to ensure that parents can easily attend events while ensuring the safety of our schools.

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **ELA Curriculum Adoption**

The elementary school site ELA adoption committee of teachers across grade levels came together to present their recommendation to the education committee for a new curriculum for next school year. For the past year teachers have reviewed the program by piloting lessons through the use of the digital and print resources.

- **1st Grade Core Knowledge Ancient Egypt Celebration**

After a unit on the ancient civilization of Egypt, 1st graders and their families participated in a celebration of different activities that supported and enrich the Core Knowledge curriculum. Students constructed pyramids, wrote in hieroglyphics, and learned about sphinxes and pharaohs by watching videos and making interactive crafts.

- **3rd Grade Core Knowledge Roman Day Celebration**

In celebration of their Core Knowledge Rome Unit, parents were invited to join students and teachers in 3rd Grade Roman Day Celebration in order to engage in a deeper understanding of Roman times. This fun festival included Roman costumes, food, as well as hands on learning, games, and activities.

- **Honor Roll Assembly**

The elementary school 1st quarter Honor Roll Assembly for 3rd through 5th graders welcomed in parents of students who earned an honor roll or high honor roll recognition.

- **Kindergarten Core Knowledge Five Senses Spooky Celebration**

Kindergarten students took part in a hands-on Halloween celebration centered around the study of the human body. With the help of parent volunteers they were able to explore the five senses, the five food groups, play games, and create crafts.

- **Halloween Parade and Celebrations**

Many families joined in our outdoor Halloween parade where students got to show off their costumes. Volunteers helped to create fun and engaging Halloween parties in the classroom following the parade.

- **4th Grade Medieval Core Knowledge Festival**

4th grade students were excited to share all they had learned during their medieval unit at their Core Knowledge Celebration. Fourth grade students dressed up in medieval clothing and experienced games and food of the time period.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **ELA Curriculum Adoption**

The middle school English team finalized their recommendation to the education committee for a new curriculum for next year after spending almost a year piloting some of the lessons and digging into the digital and print resources.

- **Fall Festival**

Families across our schools attended the Fall Festival. Children were able to trick-or-treat at booths in the gym and enjoy playing on the inflatables outside. Windsor Charter Academy is thankful for the many volunteers who made this event possible.

- **Middle School Dance**

Students enjoyed dancing the night away at the middle school dance. AVID student leaders did a tremendous job organizing the event. A big thank you goes out to DJ Coop! We are so proud of our very own Cooper Logan who is a very talented DJ.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **ELA Curriculum Adoption**

The high school English team finalized their recommendation to the education committee for a new curriculum for next year after spending almost a year piloting some of the lessons and digging into the digital and print resources.

- **High School Athletics**

Fall sports came to a close with several highlights. The high school volleyball team finished their season with a league tournament, and the soccer team were the league champions. They defeated Loveland Classical in the finals who were ranked #8 in the state. The high school cross country team ended on a strong note with all runners continuing to beat their personal records. Finally, cheer team hosted a clinic for 32 elementary school students and they cheered at one of our middle school basketball games. It was such a success that the cheer team is planning several more clinics!

- **College Week**
The high school hosted our annual College Week. Students made college pennants for their lockers and dressed in spirit wear to support post-secondary options. One of the highlights of the week was meeting with many military recruiters and having pull-up and push-up contests in the hallways!
- **Trick or Treating**
Student Council hosted a classroom trick-or-treating event for the students. They were able to visit all of the classrooms in their costumes.

Upcoming Board Work

- December 2021: Student Fees

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
November 19 th	8:15 a.m.	Coffee with Leadership	MS Media Center
December 2 nd	5:00 p.m.	Senior Capstone Night	MSSH Gym
December 3 rd	5:30 p.m.	Sweets with Santa	Elementary School
December 4 th	2:30 & 6:30 p.m.	MS Musical	ES Gymnasium
December 8 th	3:45 p.m.	Safety Committee	Zoom
December 9 th	5:30 p.m.	MSSH Winter Band & Choir Concert	MSSH Gym
December 15 th	3:45 p.m.	Finance Committee	HS Conference Room
December 16 th	6:00 p.m.	Executive Board Meeting	HS Commons

4.2 Executive Board Reports

While the weeks were short between the October and November Board meetings, the Executive Board members kept busy attending school events and District board meetings. Several Board members participated in handing out flyers to parents about the bond for the upcoming election.

4.0 Items for Information

4.1 Dress Code Ad Hoc Committee

A committee will be formed in January or February. The committee will consist of a Board liaison, an administrator, 2 parents and 4-5 students.

5.0 Items for Action

5.1 School Calendar Ad Hoc Committee

A motion was made add an agenda to Items for Information, 5.1 School Calendar Ad Hoc Committee and to create an ad hoc committee to look at school calendars and hours of operation. The motion was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.A Appointments

6.1.A.1 Mackenzie Anaya: Substitute Teacher

- 6.1.A.2 Michelle Bauer: MS Theater Coach
- 6.1.A.3 Heather Birkhofer: Food Services
- 6.1.A.4 Madison Burningham: Substitute Teacher & MS Girls' Basketball Assistant Coach
- 6.1.A.5 Samuel Carlson: MS Boys' Basketball Assistant Coach
- 6.1.A.6 Debra Childress: Substitute Teacher
- 6.1.A.7 Amanaghawon Elaiho-Ortiz: HS Cheer Assistant Coach
- 6.1.A.8 Devin Fillinger: ES Teacher
- 6.1.A.9 Lauren Gonikishvili: MS Teacher
- 6.1.A.10 Lindsay Guard: Substitute Teacher
- 6.1.A.11 Mandi Henderson: Substitute Teacher
- 6.1.A.12 Linda Jerome: Substitute Teacher
- 6.1.A.13 Coralyn Saunders: Substitute Teacher
- 6.1.A.14 Ashley Wyrick: Substitute Teacher
- 6.1.A.15
- 6.1.B Terminations/Resignations
 - 6.1.B.1 Glenda Bailey: Substitute Teacher
 - 6.1.B.2 Zara Colazio: Substitute Teacher
 - 6.1.B.3 DiAnne Farrell: Substitute Teacher
 - 6.1.B.4 Susan Gariepy: MS Teacher
 - 6.1.B.5 Ildiko Hetesi: Substitute Teacher
 - 6.1.B.6 Brandy LeBlanc: Substitute Teacher
 - 6.1.B.7 Anita Saavedra: MS Teacher
 - 6.1.B.8 Elizabeth VeuCasovic: Substitute Teacher
 - 6.1.B.9 Janell Woolridge: Substitute Teacher
 - 6.1.B.10 Carla Zaggle Rawson: Substitute Teacher

6.2 First Read Policies

- 6.2.A Policy GBEB Staff Conduct and Responsibilities
- 6.2.B Policy GCE/GCF-R Professional Staff Recruiting/Hiring
- 6.2.C Policy GCQC/GCQD-R Resignation of Instructional Staff/Administrative Staff
- 6.2.D Policy GDQD Discipline, Suspension and Dismissal of Support Staff
- 6.2.E Policy GDE/GCF-R Support Staff Recruiting/Hiring

6.3 Second Read Policies

- 6.3.A GBI Criminal History Record

A motion was made to approve the amended Consent Agenda by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

A motion was made to go into Executive Session by Sherry Bartmann and seconded by Elaine Hungenberg. The following citation was referenced:

Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The Executive Board entered Executive Session at 6:55 p.m. They left Executive Session at 7:22 p.m.

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
3. Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
6. Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

10.0 Adjournment

A motion to adjourn the November 18, 2021 Regular Session was made was made by Carolyn Mader and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 7:22 p.m.



2.0 High School VEX Robotics Out-of-State National Competition & Trip

Overnight Field Trip Request

The Overnight Field Trip Request and the Event Planning Form are required for all Windsor Charter Academy-sponsored field trips that involve overnight travel. Please complete and submit both forms at least 90 days in advance of the proposed field trip. Incomplete requests will be returned.

The Executive Director's decision will be emailed to the Building Principal. If the request is approved, the Building Principal will e-mail an Overnight Field Trip Packet to the sponsor that will include the required permission forms.

School: Windsor Charter Academy

Sponsor: Lindsay Yost

Sponsor's Phone Number: 970-759-6104

Departure Date: 03/28/2022

Return Date: 03/31/2022

Estimated Number of Student Participants: 9

Destination(s):

What class, program, or subject area is this field trip related to? VEX Robotics

What is the destination for the field trip? If there are more than one destinations, please list them all.

- Council Bluffs, Iowa

Itinerary

Please outline a detailed itinerary of the trip that includes a breakdown of activities by the hour. (Please insert any additional rows needed to ensure a detailed itinerary.)

Time	Location	Activity (including
------	----------	---------------------

		transportation)
03/28/2022 05:00am	Travel to Council Bluffs	Transportation
03/28/2022 2:30pm - 5:30pm	Iowa West Field House - Council Bluffs	Team Registrations/Inspections /Practice/Skills
03/28/2022 9:00pm	Travel to Hotel (TBD)	TBD
03/29/2022 7:45am - 9:15pm	Iowa West Field House - Council Bluffs	VEX Activities including - Driver meeting, Qualifying rounds, Lunch, Judging, Team Celebration
03/29/2022 9:00pm	Travel to Hotel (TBD)	TBD
03/30/2022 8:00am - 5pm	Iowa West Field House - Council Bluffs	VEX Activities including - Qualifying, Finals, Awards, Closing Ceremony
03/30/2022 6:00pm	Travel to Hotel (TBD)	TBD
03/31/2022	Travel to Windsor	

Lodging

Describe your planned accommodations (e.g., hotel, on-site dormitories, camping):

#1 Lodging Dates: TBD
 Business Name:
 Phone Number:
 Business Address:

Chaperones

Proposed number of adult chaperones: 2 (VEX Coaches at this time)

The student participants will be (X one):

<input type="checkbox"/>	Males Only	<input type="checkbox"/>	Females Only	<input checked="" type="checkbox"/>	X	<input type="checkbox"/>	Both*
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Please list the primary male and primary female sponsor/chaperone traveling with the group:

Male (X one): Matt Frerich & Rich Acheson

x	Employee		Registered Volunteer		
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If an employee (X one):

	Certified		Classified		Administrator
--	-----------	--	------------	--	---------------

Female (X one):

	Employee		Registered Volunteer		
--	----------	--	----------------------	--	--

If an employee (X one):

	Certified		Classified		Administrator
--	-----------	--	------------	--	---------------

Transportation

It is essential that you provide an accurate description of ALL anticipated modes of transportation, including transportation to, returning from, and during the duration of the field trip. Remember to include any transportation utilized during activities, or provided by other organizations and/or travel companies. A list of examples is provided to the right.

Examples

- School Bus
- Charter Bus
- Commercial Airline
- Private Vehicle
- Rental Vehicle
- Public Transportation
- Airport Shuttle
- Ferry
- Walking (from one destination to another)
- Parent/Guardian Responsibility

Will the sponsor be traveling with the group? No

How will you be travelling to your destination? (If you are using a commercial airline, please also indicate how you will be travelling to the airport):

At this time we will plan on using the School Bus/Van to travel to Iowa.

What type(s) of transportation will you be using during the duration of the field trip? (Please include ALL planned modes of transportation, even if it is arranged by another organization):

School Bus/Van

How will you be returning from your destination? (If you are using a commercial airline, please also indicate how you will be travelling from the airport):

School Bus/Van

If you plan to use private vehicles, please also indicate who will be driving. At least 3 people must be in an individual vehicle. All drivers must submit a letter from their personal auto insurance provider stating coverage limits in place.

x	WCA Employee		WCA Parent Volunteer		Student
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Provide a detailed proposed itinerary including planned and/or anticipated activities. Attach a separate sheet if necessary. If using a tour company, attach the detailed itinerary from the tour company.

Full agenda and details for event can be found at this website:

<https://www.robotevents.com/robot-competitions/vex-robotics-competition/RE-VRC-21-4620.html#agenda>

Is this an out-of-state field trip?

Yes

Communication Plan

In the event of an emergency, the sponsor must contact an administrator that is not traveling with the group. This individual should be available 24/7 during the

trip and have access to the participants' emergency contact information at all times during the trip.

Name of Administrator: Lindsay Yost
 Cell Phone: 970 - 759 -6104

Financial Responsibility Plan

Is there a need for cash handling during the trip? I would expect yes
 Who will be responsible for safekeeping of funds? Matt Frerich
 Will reservations and payments be made through the school or by individual families? School/Team Coaches
 How will funds be raised for this trip? VEX Funds/Parents and additional fund raising if available
 Has a budget been developed for the trip? Yes, this was part of the VEX Forecasting for annual activities.

Medication Administration

Do any participants have medications that will need to be administered by a WCA employee? Unknown at this time

If "Yes," please provide the name of the employee who has been delegated by the school nurse to administer medications:

First Aid and CPR

Pursuant to the Colorado Code of Regulations, provide the name(s) of the employee attending the trip certified in first aid? Matt Frerich

Provide the name(s) of the employee attending the trip certified in Cardiopulmonary Resuscitation (CPR)? Matt Frerich

Principal Review

X	Recommend Approval		Denying
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Principal's Signature: *Hannah Mancina*

Executive Director Review

X	Recommend Approval		Denying
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Executive Director's Signature:

Debbie Kaplan



3.0 2021-2022 Amended Budget

2021-2022 Amended Budget Summary

Revenue Increases \$485,582

- \$20,990 PPR due to additional 1.5 student FTE
- \$34,027 Additional Church rental agreement
- \$63,000 Air Quality Improvement Grant for HEPA units and filters
- \$43,000 additional HVAC unit reimbursement approved from Insurance
- \$6,694 Capital Construction
- \$309,990 Food Service emergency feeding program increases
- \$7,882 Read Act Revenue

Expenditure Increases \$468,959

- \$63,000 Air Quality Grant expenses
- \$43,000 HVAC Repair expenses
- \$309,990 Food Service Emergency feeding program expenses
- \$17,000 Athletics Budget Deficit
- \$35,642 Special Ed Cost Adjustment per District
- \$327 Facilities Supplies

Our projected net surplus is \$204,437, an increase of \$16,623. This is \$49,337 above our required debt service coverage of \$155,100 (adjusted for the revised debt service for 21-22)

By state statute we are not able to exceed budgeted expenditures, so when additional revenues are expected with matching expenditures, we must amend the budget.

Windsor Charter Academy Budget

General Fund

PPR Base

FTE

	Original Budget 2021-2022	Amended Budget 2021-2022	
	\$ 8,395.71	\$ 8,395.71	
	1499.0	1501.5	
PPR	\$ 12,585,175	\$ 12,606,165	\$ 20,990
Mill Levy 2007	\$ 90,000	\$ 90,000	\$ -
Mill Levy 2016	\$ 462,614	\$ 462,614	\$ -
Interest	\$ 10,000	\$ 10,000	\$ -
Student Fees	\$ 77,348	\$ 77,348	\$ -
Building Rental	\$ 36,000	\$ 70,027	\$ 34,027
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 50,000	\$ 50,000	\$ -
Other (CC cash back, collections)	\$ 3,231	\$ 109,231	\$ 106,000
Capital Construction	\$ 437,708	\$ 444,402	\$ 6,694
Food Service Revenue	\$ 489,010	\$ 799,000	\$ 309,990
O&G revenue from Building Corp	\$ 10,000	\$ 10,000	\$ -
Title II Grant Revenue	\$ 15,000	\$ 15,000	\$ -
Title IV Grant Revenue	\$ 4,000	\$ 4,000	\$ -
Insurance Claim	\$ -	\$ -	\$ -
ESSER Funds	\$ 167,504	\$ 167,504	\$ -
READ Act Grant Revenue	\$ 8,000	\$ 15,882	\$ 7,882
Total Revenues	\$ 14,445,590	\$ 14,931,173	\$ 485,583
Use of Reserves/COVID Carryover			
Total Revenues and Reserves	\$ 14,445,590	\$ 14,931,173	\$ 485,582
Expenditures			
Salaries Total	\$ 7,229,753	\$ 7,229,753	
Benefits Total	\$ 2,716,514	\$ 2,716,514	
Purchased & Technical Services Total	\$ 61,256	\$ 61,256	\$ -
Facilities & Property Services Total	\$ 1,903,103	\$ 2,009,103	\$ 106,000
Other Purchased Services Total	\$ 1,700,825	\$ 2,046,784	\$ 345,959
Educational Supplies & Materials Total	\$ 357,853	\$ 357,853	\$ -
Total Property/Equipment	\$ 217,233	\$ 217,233	\$ -
Other Total	\$ 71,241	\$ 88,241	\$ 17,000
Total Expenditures	\$ 14,257,777	\$ 14,726,736	\$ (468,959)
Net Surplus/Deficit	\$ 187,813	\$ 204,437	\$ 16,623
Required Surplus for DS Coverage	\$ 163,478	\$ 155,100	
Surplus over DS requirement	\$ 24,335	\$ 49,337	
General Fund Balance- Beginning	\$ 3,861,266	\$ 3,861,265	
Appropriation	\$ -	\$ -	
Net Surplus/Deficit	\$ 187,813	\$ 204,437	
Fund Balance- Ending	\$ 4,049,079	\$ 4,049,355	



4.0 Student Fees

2022-2023 Student Fees

Elementary School

The following are fees that are new for the 2021-2022 school year:

- A new registration fee for 4th graders was added for recorders for music class. The cost is \$13. This is typically collected by the music teacher, similar to a field trip. This new fee streamlines the process and takes the load off of the teacher to collect the cost of the recorders.
- A new club, Cooking Club, was added with a fee of \$25.
- A new club, Dance and Movement, was added with a fee of \$15.
- A new club, Cheer, was added with a fee of \$15.

The following are fees that have been decreased:

- Choir fees show a decrease in fees from \$25 to \$0.
- All Intramurals have decreased from \$25 to \$15.
- Running club fees show a decrease from \$25 to \$15.

The following are fees that have been increased:

- Lego Robotics increased from \$50 to \$60 for 3rd grade and from \$75 to \$90 for 4th & 5th grade.

ELEMENTARY SCHOOL GENERAL FEES	
Registration	
Registration	\$60
AVID for Grades 3-5	\$35
Recorder for Music (4th Grade Only)	\$13
Clubs	
Choir	\$0
Art Club	\$25
Running Club	\$15
Cheer Club	\$15
Dance and Movement	\$15 K-2; \$15 3-5
Lego Robotics	\$60 3rd Grade; \$90 4th & 5th Grade
Cooking Club	\$25
Battle of the Books	\$0
Intramurals	
Basketball	\$15
Soccer	\$15
Track	\$15
Volleyball	\$15

Middle School

The following are fees that are new for the 2021-2022 school year:

- A new elective, Outdoor Education and Safety, was added with a fee of \$5.
- A new elective, Origami, was added with a fee of \$5.
- A new elective, Calligraphy, was added with a fee of \$5.
- A new elective, Advanced Studio Art, was added with a fee of \$20.

The following are fees that have been decreased:

- Digital Photography fees show a decrease in fees from \$25 to \$20.
- Household Engineering fees show a decrease in fees from \$5 to \$0.
- Art Club fees to show a decrease in fees from \$25 to \$15

The following are fees that have been increased:

- Choir fees show an increase in fees from \$15 to \$20.
- MathCounts fees show an increase from \$30 to \$45
- Theater/Musical fees show an increase from \$25 to \$45 for a play (theater) and \$65 for a musical.

MIDDLE SCHOOL GENERAL FEES	
Registration	
Registration	\$60
MS Technology Fee	\$20
Clubs	
General	\$25
Art Club	\$15 per semester
MathCounts	\$45
Theater/Musical	\$45/\$65
NJHS	\$0
Athletics	
Per Sport	\$100**
**Maximum of \$200 for sports.	

MIDDLE SCHOOL ELECTIVE FEES		
Course #	Course Name	Fee per Term
ELE 01	Creative Writing	\$0
ELE 03	Literacy Lab 6	\$0
ELE 04	Literacy Lab 7	\$0
ELE 05	Literacy Lab 8	\$0
ELE 08	Debate	\$0
ELE 09	Book Club	\$0
ELE 15	Math Games	\$0

ELE 17	Young Entrepreneurs	\$0
ELE 18	French	\$0
ELE 23	Graphic Novel	\$0
ELE 24 A	Computer Science Discoveries I	\$0
ELE 26	Science in Movies & Media	\$0
ELE 27	TED Talks	\$0
ELE 29 A	Circuits I	\$0
ELE 31	Beginning LEGO Robotics	\$0
ELE 35	Yearbook	\$0
ELE 38	Household Engineering	\$0
ELE 40	Concert Band	\$30
ELE 41	Choir	\$20
ELE 44	Symphonic Band	\$30
ELE 49	MS Spanish	\$0
ELE 53	3D Art	\$20
ELE 54	Introduction to Painting	\$20
ELE 55	Digital Photography	\$20
ELE 56	Film Studies	\$0
ELE 57	Introduction to Drawing	\$20
ELE 58	Comics & Zines	\$25
ELE 59	Origami	\$5
ELE 62	Yoga	\$0
ELE 66	Drumfit	\$0
ELE 67	Calligraphy	\$5
ELE 73	Study Skills	\$0
ELE 74	Elementary Teacher's Aide	\$0
ELE 76	6th AVID Leadership	\$0
ELE 77	7th AVID Leadership	\$0
ELE 78	8th AVID Leadership	\$0
ELE 87	Advanced Studio Art	\$20
ELE 89	Food Around the World	\$0
ELE 91	Outdoor Education and Safety	\$5
ELE 92	6th Grade Everyday Math	\$0
ELE 93	7th Grade Everyday Math	\$0
ELE 94	8th Grade Everyday Math	\$0
ELE 95	ASL - American Sign Language	\$0

High School

The following are fees that are new for the 2021-2022 school year:

- MUS 07: Guitar--this is the same amount as in past years.
 - We have charged this fee in the past for a guitar book for students. It was not offered last year but we will be offering this course again for the 2022-23 school year.
- Course # TBD: Functional Fitness: \$40
 - We are trying to expand our PE offerings that do not use our WCA gym. This class will have a partnership with a local gym (Whatever It Takes Fitness) so the fee would cover the cost of a membership to the gym for the student.
- eSports: \$285
 - This is a new extracurricular activity that we will be offering. This cost will cover registration fees, equipment, activity fees, and uniforms for competitions.
- Speech & Debate: \$150
 - This is a new extracurricular activity that we will be offering. This cost will cover competition fees and uniforms.

The following are fees that have been decreased:

- SCI 04: Genetics fees shows a decrease from \$25 to \$15
 - We were able to order purchase some reusable materials

The following are fees that have been increased:

- VEX Robotics: This is an increase of \$50 from \$200 to \$250.
 - This is a year-round sport from June to May. This does not fully cover the cost of the club. Resources costs are estimated at \$5,000. 10 students on average participate. Per student, this cost is \$500 per student. The increase suggested in only 25%.
- SCI 05: Anatomy & Physiology I shows an increase from \$15 to \$25
 - There is an increase in the cost of supplies for the dissections.
- MUS 05: Orchestra shows an increase from \$0 to \$30
 - We have charged this fee in the past for a \$12 shirt, \$15 book, \$3 fun student choice piece. We did not charge it last year because of rollover funds from COVID but will need to start charging it again.
- MUS 06: Jazz Combo shows an increase from \$0 to \$30
 - We have charged this fee in the past for a \$12 shirt and a \$8 book. We did not charge it last year because of rollover funds from COVID but will need to start charging it again.

HIGH SCHOOL GENERAL FEES	
Registration	
Registration	\$60
Estimated Cost for Aims College Administrative Fee per Semester	\$25
HS Technology Fee	\$75
Clubs	
General	\$25
Musical	\$65
Play	\$45
Vex Robotics	\$250

eSports	\$285
Speech & Debate	\$150
Athletics	
Per Sport	\$125
Cheer	\$250 (year round)

HIGH SCHOOL GATE FEES	
2022-23 Adult	\$6
2022-23 Student & Senior	\$5
2022-23 Adult Pass	\$90
2022-23 Student & Senior Pass	\$50
2022-23 Family Pass (one WCA student plus 3 additional family members)	\$150

The elective courses below are offerings that are specific to WCA and are not concurrent enrollment courses that are offered through Aims.

HIGH SCHOOL CLASS & ELECTIVE FEES		
Course #	Course Name	Fee Per Semester
AID 01	Teacher Aide	\$0
ART 01	Painting I	\$25
ART 02	Painting II	\$20
ART 03	Drawing I	\$20
ART 04	Drawing II	\$20
ART 05	Ceramics & Sculpture I	\$30
ART 07	Photography	\$10
BUS 02	Introduction to Business	\$0
BUS 04	Entrepreneurship	\$0
EGR 01	Introduction to Engineering	\$30
EGR 03	Engineering Concept & Design	\$30
EGR 08	Materials Science & Engineering	\$20
ENG 07	Yearbook	\$0
HIS 02	Sociology	\$0
HIS 03	History of Rock and Roll	\$0
LAW 01	Intro to Law	\$0
MUS 01	Symphonic Band	\$30
MUS 03	Mixed Choir	\$25
MUS 05	Orchestra	\$30
MUS 06	Jazz Combo	\$20
MUS 07	Guitar	\$10
MUS 10	Music Technology	\$5

PE 01	Yoga	\$0
PE 09	Recreation PE	\$0
PE 10	Competitive PE	\$0
PE 12	Functional Fitness	\$40
PSY 25	Introduction to Psychology	\$0
SCI 03	Forensic Science	\$15
SCI 04	Genetics	\$15
SCI 05	Human Anatomy and Physiology I	\$25
SCI 06	Human Anatomy and Physiology II	\$15
SPA 25	Spanish I	\$0
SPA 50	Spanish II	\$0
SPA 75	Spanish III	\$0
SPA 100	Spanish IV	\$0
STU 01	Study Hall	\$0
TEC 03	Computer Science Principles I	\$0
TEC 04	Computer Science Principles II	\$0
TEC 11	Innovation Lab (STEM Capstone)	\$0



5.0 First Read Policies



Windsor Charter Academy prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work, with the exception of service animals for a person with disabilities.

1. According to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided by law, other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to:

- a. Assisting individuals who are blind or have low vision with navigation and other tasks;
- b. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- c. Providing non-violent protection or rescue work;
- d. Pulling a wheelchair;
- e. Assisting an individual during a seizure;
- f. Alerting individuals to the presence of allergens;
- g. Retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- h. Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

2. "Service animal-in-training" means a dog that is being trained as a service animal. "Service animal-in-training" does not mean a miniature horse.
3. In accordance with state law, "trainer of a service animal" means a person who is qualified to train dogs to serve as service animals.
4. "Direct threat" means a significant risk to the health and safety of others that cannot be eliminated by a modification of policies, practices or procedures. In determining whether an individual poses a "direct threat" to the health or safety of others, Windsor Charter Academy will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Admission of Service Animals

In accordance with law, individuals with disabilities, including students, employees and visitors, may be accompanied by service animals in Windsor Charter Academy facilities and vehicles, on its grounds and at its functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any Windsor Charter Academy facility or vehicle, on its grounds or at its functions.

Admission of Service Animals-in-Training

In accordance with state law, a trainer of a service animal may be accompanied by a service animal that the trainer is in the process of training in Windsor Charter Academy facilities and vehicles, on its grounds and at its functions. However, there is no automatic right to be accompanied by a service animal-in-training in such facilities and vehicles, on such grounds or at such functions.

504 Plans and Individualized Education Plans

If a student has either a 504 plan or an Individualized Education Plan (IEP), the service animal may be included in the 504 plan or IEP under the following conditions:

1. In the case of a 504 plan, if use of a service animal is necessary to avoid discrimination on the basis of a disability, to enable the student to

participate in or benefit from Windsor Charter Academy's services, programs or activities (except as otherwise provided by this policy or by applicable law) or to provide the student with a Free Appropriate Public Education ("FAPE") as defined by section 504; and

2. In the case of an IEP, if use of a service animal or other animal is required for the student to receive a FAPE as defined by the Individuals with Disabilities Education Act.

A student with a service animal who does not have a 504 plan may request that such a plan be developed.

A student with a disability may be accompanied by a service animal regardless of whether the service animal is written into a 504 plan or IEP, subject to any conditions or limitations established by this policy or by applicable law.

Inquiries

Before a service animal will be allowed in a Windsor Charter Academy facility or vehicle, on its grounds or at its functions, the owner or handler of the animal, to the extent it is not readily apparent, may be asked questions regarding the following:

1. Whether the animal is required because of a disability; and
2. The type of work or task the animal has been trained to perform.

Where a service animal will be at a site frequently, Windsor Charter Academy may also require sufficient documentation and information to show that a service animal will endanger the health, safety and welfare of students and staff, including proof of vaccinations, health and cleanliness. In addition, Windsor Charter Academy may inform the owner/handler of the service animal as to waste disposal and behavior requirements.

Identification, Care and Supervision of Service Animal

The owner/handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, walking to relieve, clean up and stain removal; and
2. Except as provided below, harnessing, leashing or tethering the animal.

Windsor Charter Academy is not responsible for the care and supervision of a service animal.

Requirements of service animals and their owners include:

- Animals must wear a rabies vaccination tag.
- All service animals must be licensed per local ordinance.
- Service animals must wear an owner identification tag, which includes the name and phone number of the owner at all times.
- Animals must be in good health.
- Animals must be on a leash, harness, or other type of restraint at all times, unless the owner is unable to retain an animal on leash due to a disability, or the animal is unable to perform tasks it is trained to carry out while on leash.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner.
- In order to assist in understanding if any accommodations will be required from Windsor Charter Academy, the owner must provide the Director of Finance & Human with information as to how the animal accommodates for the individual's disability.
- Reasonable behavior is expected from service animals while on School property. The owners of disruptive and aggressive service animals may be asked to remove them from Windsor Charter Academy and its property. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.
- All animals need to be immunized against rabies and other communicable diseases.
- Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner is expected to clean and dispose of all animal waste.

Reasonable Accommodation for Facilities, Vehicles, Grounds and Functions

In accordance with law, Windsor Charter Academy shall strive to make reasonable accommodations so that its facilities, vehicles, grounds and functions are accessible for an individual with a disability who is accompanied by a service animal, unless the accommodation would impose an "undue hardship" on Windsor Charter Academy. "Undue hardship" means an action requiring significant difficulty or expense.

Exclusion of Service Animal

Windsor Charter Academy may exclude a service animal from its facilities, vehicles, grounds or functions under the following circumstances:

1. The animal is out of control, and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The animal poses a direct threat to the health or safety of others; or
4. For any other reason permitted by law.

If Windsor Charter Academy excludes a service animal, it shall provide the individual with a disability the opportunity to participate in the service, program or activity without the service animal on the premises.

Access to Areas

Individuals with disabilities may be accompanied by their service animals in all areas of Windsor Charter Academy's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Conflicting Disabilities

Individuals with disabilities that are adversely impacted by service animals should contact the building principal/administrator. Such individuals will be asked to provide documentation that identifies their disabilities and their need for accommodations. Certain individuals with animal dander allergies or fear of dogs may qualify as individuals with disabilities. The building principal/administrator shall strive to facilitate a process to resolve the conflict that considers the conflicting needs/accommodations of the disabled individuals involved and only exclude the service animal if it poses a direct threat to the health and safety of others.

Grievance Procedures

A student with a service animal who believes Windsor Charter Academy has discriminated against him or her on the basis of a disability by excluding the service animal, may: (i) file a report/complaint under Board policy AC or regulation AC-R; and/or (ii) file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR).

A student with a service animal who believes Windsor Charter Academy denied him or her a FAPE under the Individuals with Disabilities Education Act by

excluding the service animal, may: (i) appeal the decision to the Executive Director or his or her designee by filing a written grievance outlining facts supporting the appeal; and/or (ii) file a state complaint with or request a due process hearing from the Colorado Department of Education.

An employee with a service animal who believes Windsor Charter Academy discriminated against him or her on the basis of a disability by excluding the service animal, may: (i) file a grievance pursuant to Board policy AC and/or (ii) file a charge with the U.S. Equal Employment Opportunity Commission or the Colorado Civil Rights Division.

Liability

The owner or the handler of a service animal or a service animal-in-training is liable for any and all damages to property or injuries to persons caused by the service animal or service animal-in-training. The owner or the handler of a service animal or a service animal-in-training must also indemnify, defend and hold harmless Windsor Charter Academy from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage or injury caused by the service animal or service animal-in-training.

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings and property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal must contact the Director of Finance & Human Resources and complete a Documentation of Disability form. All service animals must be registered with the Director of Finance & Human Resources.

Windsor Charter Academy Executive Board
Adopted: January 2022

Legal Reference



6.0 Second Read Policies



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
STAFF CONDUCT AND RESPONSIBILITIES

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of Windsor Charter Academy.

As representatives of Windsor Charter Academy and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. In conduct and interpersonal relationships, all staff members must recognize that they are in a position of trust and are being continuously observed by students and the community. Their manner, dress, courtesy, actions, and attitudes, both on and off campus, serve as models that influence the development of young people. The Windsor Charter Academy Executive Board and Administration expect staff members to be exemplary models. Staff members must conduct themselves in a manner that is consistent with the educational mission of Windsor Charter Academy and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of Conduct

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Executive Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

The following behaviors should be avoided by staff:

- a. Being alone with an individual student out of the view of others, unless indicated on a student's individualized education plan (IEP), 504 plan or required service (e.g. vision or health screening).
- b. Inviting or allowing individual students to visit the staff member's home.
- c. Visiting a student's home or meeting the student at another location outside of school for non-educational purposes.

Child Abuse

All employees of Windsor Charter Academy who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The Executive Director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is an employee of Windsor Charter Academy. Such information must remain confidential except that the Executive Director must notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The provisions of the Executive Board's policy regarding public possession of deadly weapons on school property or in school buildings also applies to employees of Windsor Charter Academy. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/Misdemeanor Convictions

If, subsequent to beginning employment with Windsor Charter Academy, Windsor Charter Academy has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, Windsor Charter Academy must make inquiries to the Department of Education for purposes of screening the employee.

In addition, Windsor Charter Academy must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-

based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

Unlawful Behavior Involving Children

The Executive Board may make an inquiry with the Department of Education concerning whether any current employee of Windsor Charter Academy has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification Concerning Arrests

Windsor Charter Academy employees must notify Windsor Charter Academy when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation. Windsor Charter Academy must notify students' parents/guardians when employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

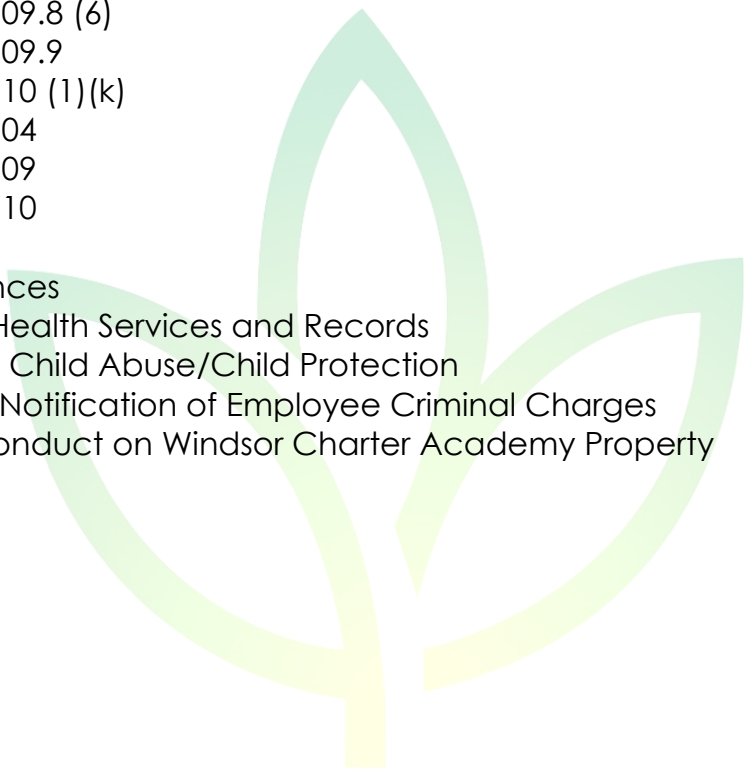
Adopted: September 2017
January 2019
October 2021
December 2021

Legal References

C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(b)
C.R.S. 19-3-308 (5.7)
C.R.S. 22-32-109 (1)(ee)
C.R.S. 22-32-109.1 (8)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8 (6)
C.R.S. 22-32-109.9
C.R.S. 22-32-110 (1)(k)
C.R.S. 24-18-104
C.R.S. 24-18-109
C.R.S. 24-18-110

Cross References

JLC Student Health Services and Records
JLF Reporting Child Abuse/Child Protection
KDBA Parent Notification of Employee Criminal Charges
KFA Public Conduct on Windsor Charter Academy Property



Windsor 
CHARTER ACADEMY
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PROFESSIONAL STAFF RECRUITING/HIRING

Applications of all regular licensed personnel to be employed by Windsor Charter Academy will be processed according to this procedure. Short-term, temporary or interim appointments or transfers may be made directly by the Executive Director, subject to the approval of the Executive Board, without following the advertising procedure.

1. Vacancies

All regular vacancies will be advertised by Windsor Charter Academy.

2. Applications

Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking or by completing any required supplemental application. The Administration is responsible for the initial screening of the application files including completed application, credentials, transcripts and written references. The Administration will maintain an up-to-date file of applicants from which applicants can be considered for vacancies.

3. Selection

A minimum of three applicants will be interviewed except in the case where fewer qualified applicants are available. The objectives of screening and initial interview process are:

- a. Determine if an applicant meets the applicable licensure requirements under state and federal law.
- b. Determine the suitability of an applicant for a specific position.
- c. Determine those applicants who are most qualified for the position.

The Executive Director will recommend to the Executive Board, in a regular monthly meeting, the applicant recommended for employment. The Executive Director, or designee, is responsible for notifying persons approved for employment by the Executive Board. The Principals or Directors/Managers must ensure that all applicants interviewed will be notified of their status and that the position has been filled.

4. Background Checks

Prior to hiring and in accordance with state law, the Executive Director designee must:

- a. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records must indicate if the applicant has been convicted of, pled nolo contendere to, received a deferred sentence, or had their license or authorization denied, annulled, suspended or revoked for such crimes involving unlawful sexual behavior or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, unlawful behavior involving children or domestic violence. The department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source must be reported by Windsor Charter Academy to the department.

The department will not disclose any information reported by a school or district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- b. Reference checks by the principal or director with former supervisors is required if supervisor information is available. Previous employers and/or other reference checks will be contacted to obtain information or recommendations relevant to the applicant's

fitness for employment.

5. Fingerprinting Non-Licensed Administrators

- a. All non-licensed applicants selected for employment must submit a complete set of fingerprints taken by a qualified law enforcement agency and a completed form (described in b below) as required by state law.
- b. Non-licensed applicants selected for employment must also submit a completed form, as required by state law, to certify, under penalty of perjury, either that they have never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that they have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
- c. Windsor Charter Academy will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.
- d. Although an applicant may be conditionally employed prior to receiving the results, they may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant must be terminated or disqualified from employment at Windsor Charter Academy if the results disclose a conviction for any of the following offenses:
 1. Felony child abuse, as described in C.R.S. 18-6-401;
 2. Crime of violence, as defined in C.R.S. 18-1.3-406 (2)
 3. Felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
 4. Felony domestic violence, as defined in C.R.S. 18-6-800.3;

5. Felony drug offense, as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;
6. Felony indecent exposure, as described in C.R.S. 18-7-302;
7. Attempt, solicitation or conspiracy to commit any of the offenses described in items 1-6; or
8. Offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-7.

Windsor Charter Academy may notify the District Attorney of such inconsistent results for action or possible prosecution.

6. Credit Reports

The Finance & HR office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that Windsor Charter Academy would like to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The Finance & HR office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

- a. The name, address and phone number of the credit bureau supplying the report;
 - b. A statement that the credit bureau was not involved in the decision to deny the application; and
 - c. A notice of the individual's right to dispute the information in the report.
- ## 7. Information Report to State
- In accordance with federal and state law, the Finance & HR office will report the name, address, and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado, 80201-2920.

This report, due within 20 days of the date of the time of the hire or on the first payroll after the 20 days have expired, will be submitted even if the

employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, will be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, Windsor Charter Academy will remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding take priority over other legal actions against the same wages.

Windsor Charter Academy Executive Board
Adopted: December 2010
April 2016
March 2021
December 2021





RESIGNATION OF INSTRUCTIONAL STAFF/ADMINISTRATIVE STAFF

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who resign from Windsor Charter Academy.

Mandatory Reporting Requirements—Unlawful Behavior Involving a Child

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which is supported by a preponderance of evidence, the Executive Director shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee's resignation.

The Executive Director shall provide any information requested by the Department concerning the circumstances of the resignation. Windsor Charter Academy also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If Windsor Charter Academy learns that a current or past employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Executive Director shall notify CDE.

Mandatory Reporting Requirements—Other Offenses

In addition and in accordance with applicable State Board of Education rules, the Executive Director shall immediately notify CDE whenever acceptance of resignation concerning a licensed employee is based upon the employee's conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

- a. Felony child abuse, as specified in C.R.S. 18-6-401;
- b. Felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);

- c. A felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- d. A crime of violence, as defined in C.R.S. 18-1.3-406;
- e. Indecent exposure, as described in C.R.S. 18-7-302;
- f. Contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;
- g. Felony domestic violence, as defined in C.R.S. 18-6-800.3;
- h. Misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
- i. Misdemeanor sexual assault, as described in C.R.S. 18-3-402;
- j. Misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
- k. Misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
- l. Misdemeanor child abuse, as described in C.R.S. 18-6-401;
- m. Misdemeanor involving the illegal sale of controlled substances;
- n. Physical assault;
- o. Battery
- p. A drug-related offense;
- q. An offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above; or
- r. A misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. 18-6-403 (3)(b.5).

The Executive Director shall also immediately notify CDE when Windsor Charter Academy learns:

- a. The resigning employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or
- b. The resigning employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The Executive Director shall also notify CDE when:

- a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of Windsor Charter Academy.
- b. The Executive Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Windsor Charter Academy Executive Board
Adopted: December 2021





Background Checks

Prior to hiring and in accordance with state law, the Finance & HR office must:

1. Conduct a background check through the Colorado Department of Education (the Department), if applicable, to determine the applicant's fitness for employment.

The Department's records must indicate if the applicant has been convicted of, pled nolo contendere to or received a deferred sentence for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior involving children or domestic violence. The Department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which was supported by a preponderance of evidence according to information provided to the Department by a school district and confirmed by the Department in accordance with state law. The Department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher's information clearinghouse.

Information of this type that is learned from different sources must be reported by Windsor Charter Academy to the Department. The Department will not disclose any information reported by a school district unless and until the Department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

2. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

Credit Reports

The Finance & HR Department will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notices, that Windsor Charter Academy would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The Finance & HR Department will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the Finance & HR Department will give the applicant notice that the action has been taken, as well as:

1. The name, address and phone number of the credit bureau supplying the report;
2. A statement that the credit bureau was not involved in the decision to deny the application; and
3. A notice of the applicant's right to dispute the information in the report.

Fingerprinting

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation.
2. Applicants selected for employment must also submit a completed form, as required by state law, to certify, under penalty of perjury, either on the form the applicant must certify either that they have never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that they have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. Windsor Charter Academy will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint based criminal history record check utilizing the records of the Colorado Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest

without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

4. Although an applicant may be conditionally employed prior to receiving the results, they may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant must be terminated or disqualified from Windsor Charter Academy employment if the results disclose a conviction for any of the following offenses:
 - a. Felony child abuse, as described in C.R.S 18-6-401;
 - b. Crime of violence, as defined in C.R.S. 18-1.3-406 (2);
 - c. Felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
 - d. Felony domestic violence, as defined in C.R.S 18-6-800.3;
 - e. Felony drug offense, as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;
 - f. Felony indecent exposure, as described in C.R.S. 18-7-302;
 - g. Attempt, solicitation or conspiracy to commit any of the offenses described in items a-f; or
 - h. Offense committed outside of this state, which if committed in this state would constitute an offense described in items a-g.

Windsor Charter Academy must notify the District Attorney of inconsistent results for action or possible prosecution.

Information Report to State

1. In accordance with federal and state law, the Finance & HR Department will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.
2. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, must be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the

name and address of the employee's new employer, if known, must be reported to the applicable court or agency.

3. Upon receiving a Notice of Wage Assignment, the district must remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Windsor Charter Academy Executive Board
Adopted: March 2021
December 2021





DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve the Executive Board and shall have only those employment rights expressly established by Board policy.

The Executive Board delegates to the Executive Director the authority to dismiss classified personnel. The Executive Director may delegate this authority to other appropriate personnel.

The Executive Director, or designee, also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which is supported by a preponderance of evidence, the Executive Director is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The Executive Director shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. Windsor Charter Academy also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If Windsor Charter Academy learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Executive Director shall immediately report this information to CDE.

Windsor Charter Academy shall not obtain consumer credit reports on a current employee unless Windsor Charter Academy is evaluating the employee for

promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Windsor Charter Academy Executive Board
September 2017
December 2021

Legal References

15 U.S.C. 1681 et seq.
C.R.S. 8-2-126
C.R.S. 19-3-301
C.R.S. 22-2-119
C.R.S. 22-32-109.7
C.R.S. 22-32-110
C.R.S. 22-32-126

